

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training

DATE: 13 July 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 18
6 - 12 July 1965

25X1

1. On 6 July Chief IS briefed the Strategic Intelligence class at the Defense Intelligence School on "The Nature and Significance of Strategic Intelligence." The group of 55 people included two [redacted]

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2. On 7 July Chief IS completed arrangements for the 14 July talk to be given at Westminster College in New Wilmington, Pennsylvania. Chief IS will leave National Airport at 1505 on 14 July and will return at 1135 on 15 July.

3. From 7 through 9 July [redacted] attended the six-hour course on travel procedures given by the Registrar Office.

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4. All activities formally reported by the Orientation and Briefing Officer are now being reported by the Chief of the Intelligence Orientation Faculty. [redacted] is serving as coordinator of the briefing program and is now directly responsible to Chief IS. Both Chief IS and [redacted] now spend a part of each workday at Headquarters Building to keep in close touch with the requirements of the briefing program. After a short period of shake-down, the procedures for handling the briefing program will be formalized and submitted to DTR for approval.

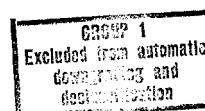
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Attachment: Reports

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
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CLASS. CHANGED TO: TS S 2012
NEXT REVIEW DATE: _____
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DATE: 26-1-82 REVIEWER: 006199

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 12 July 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 18
6 - 9 July 1965

1. CT Orientation

a. Sixty-five CT's are enrolled in the Orientation phase of this course, which begins today in Room 1A-07, Headquarters.

b. In preparation for the first two-week CT Orientation, a new examination of 80 questions - expanded from the earlier 60-question test - has been completed to give the July 1965 CT Class at the end of the first two weeks of intelligence orientation. 19 questions cover the NSC and USIB subjects, while the remaining 61 questions are devoted to the Agency. Because of

27 questions are devoted to these subjects, with most of the questions coming from the Operations School examination. 34 questions cover the DCI and Agency in general, the DDI, the DDS&T and the DDS.

2. Special Program for Senior Service School Candidates

The schedule for this 3 1/2 day program is just about complete. Mr. Kirkpatrick has agreed to speak on 19 July. [redacted] will speak for the DDP, [redacted] for DDS&T, Mr. Bannerman for the DDS, and [redacted] for the DDI. [redacted] assisted by [redacted] will handle the sessions on Briefing and Conference Techniques, and [redacted] will handle a group participation session on "The Team Approach to Problem Solving".

Six recent graduates of the various service schools have agreed to serve as panelists on 21 July to describe activities and answer questions about their assignments.

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downgrading and
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3. Orientation for Overseas

25X1 [] conducted the Orientation for Overseas,
25X1 July 6-7, for the first time since taking over from
[] attendance totaled 26, including 8 depen-
dents. The new course director gave talks on the
Agency's mission and on the physical, social, and
cultural aspects of an overseas post. [] came 25X1
back, on invitation, to discuss personal adaptation
to the new environment. The Women's Panel, an optional
2-hour session, is clearly deeply appreciated by the
many who attend.

4. Briefings and Outside Lectures

- 25X1 a. On 7 July at Headquarters, [] briefed Maj.
25X1 [] Chief and
25X1 Deputy Chief, respectively, of the []
regarding significant developments in the NSC, the USIB,
and the Agency.
- 25X1 b. On 7 July at the CSC Bldg., [] briefed some
20 AID personnel headed for overseas posts. The impor-
tance of maintaining and protecting the Agency's cover
to assist Agency personnel in fulfilling their duties
was stressed, as well as the significant role played by
the Agency in the intelligence community.
- 25X1 c. On 9 July at Headquarters, [] briefed Maj.
25X1 []
25X1 regarding significant developments in the NSC, USIB,
and the Agency. [] expressed interest in
the Agency's field organization and certain overseas
25X1 training.
- 25X1 d. On 6 July, at Headquarters, [] briefed Irving
Tragen, a newly appointed AID Mission Chief for Bolivia,
on current Agency activities and responsibilities.
- 25X1 e. On 7 July, [] lectured on "The Organization
for National Security" and "The Organization of CIA" in
the Strategic Intelligence Course at DIS. About 55
intelligence officers, including several reservists,
and a small select group of [] officers
25X1 attended.

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5. CIA Briefing at NSA

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[] conferred several times with Mr. Bannerman, DDS, regarding the latter's forthcoming briefing at NSA on Wednesday, 14 July 1965, on the Agency's support. [] Chief of the Operations School, provided information regarding the Agency's unique training, after checking this out with the DDTR. [] is working on 8 vu-graphs for the DDS' briefing.

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6. Training Note

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[] attended a 3-day (6 hour) course on Travel from 7-9 July.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief/Intelligence School

DATE: 12 July 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 18
5 - 9 July 1965

REQUEST FOR ADP ORIENTATION

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On 2 July I was called by [] who has a great interest in an orientation course in ADP for several dozen employees of the Office of Personnel. His interest is similar to that of [] who wants something of the sort for his inspectors. I then discussed the requirement at length with [] I have informed [] of the progress the Registrar Office is making and we plan to talk to him again about his interest.

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ANNUAL LEAVE

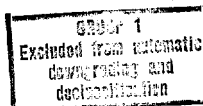
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[] is on annual leave during the period
12 - 23 July 1965.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 9 July 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 18
5 - 9 July 1965

1. Number in Clerical Induction Training: During the week of 28 June - 2 July 1965, there were 101 trainees in Clerical Induction Training; of these 50 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 28 June - 2 July 1965, there were no trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 28 June - 2 July 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	78	22
Shorthand	55	9

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 28 June - 2 July 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	26	
Typewriting	18	7
Shorthand	4	0
Card Punch Operator		
Aptitude Test	0	

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Weekly Activities Report, No. 18
5 - 9 July 1965

5. Cancellation of July 1965 Clerical Refresher Training: Because of insufficient enrollment it was decided to cancel the Clerical Refresher Training classes during the period of 6 - 30 July 1965.

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6. New Instructor Reports for Duty:

reported for duty on 6 July 1965. is an experienced commercial instructor; she will be assigned to the Clerical Induction Training program. Needless to say, we welcome this person to our staff--she is filling the job which was vacated by on 18 September 1964.

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7. Question Asked by Trainee: was asked the following question one day this week: "Do you just teach, or do you work too?"

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OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 12 July 1965

FROM : Chief, Intelligence Production School

SUBJECT: Weekly Activities Report No. 18
5 July - 9 July 1965

1. The CT's were introduced to the fine art of interviewing in their first week of the IPC, and all conducted successful interviews with members of the [redacted], which they subsequently reported on in class. This is the first CT class to use the OTR Handbook on [redacted] Intelligence Collection, and the manual proved a very effective training aid.

2. [redacted], OCR/FDD, met with [redacted] on Tuesday to discuss training needs for OCR's project CHIVE. CHIVE is the program to reorganize and to automate as much of OCR as possible. This Autumn it will go into a major test phase by setting up a China unit and processing all documents dealing with China under the CHIVE procedures. If this test is successful the remainder of OCR will be reorganized on a regional basis. The type of training required for reorienting present personnel, as well as for orienting the new personnel who will be required if CHIVE goes into full scale operation, is suggested by the three groups of professionals under CHIVE: (a) information analysts who will select and mark the documents for indexing. They will also act as retrievers of information from the computer, and may even produce partially or fully collated reports on the basis of information provided. The information analysts will specialize in individual areas, and within larger countries (such as Communist China and the USSR) will specialize by subject. (b) Content indexers who will index documents selected and marked by information analysts. This indexing will be primarily of named individuals. There will also be residual indexing in clear text. Apparently the indexers will not specialize either by subject or area. (c) Dictionary authority analysts who will maintain the dictionary that tells content indexers how to index various ideas so there is consistency.

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*Summary for B
warn him that OTR
cant do without an
increase in personnel*

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PAGE TWO - WEEKLY REPORT

The training needs for one or more of these groups would include: (a) General orientation into the Intelligence Community and the Agency in terms of organization and type of research; (b) Detailed orientation into the organization and type of research performed in each research unit of CIA; (c) For those who specialize in individual area, a language familiarization, especially in Russian and Chinese; (d) For area specialists, an area orientation.

[] is recommending such a training program to [] DAD for OCR, who requested Mr. Bass to make this study of manpower needs and training requirements for CHIVE. Should this be approved, OTR would be called on to assist in setting up the training program in detail, and then in providing individual courses.

3. [] completed a text on Intelligence Research Techniques for the Defense Intelligence School. This text is for use in their Civilian Trainee Course which is currently underway. Last month he completed a text on Analyst's Files, and he is working on one on Intelligence Repositories. In the production of these texts he has worked closely with DIA personnel and has obtained much information which is being used in the revision of our own 7-volume text on Intelligence Research Facilities and Techniques.

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